Once logged in to the Admin Area of the SPF Website,

Left Mouse Click on the Competitions text at the top of your screen to see the view below.



To start your entry click on the SPF Digital Entry text 'View/Edit/Submit' text

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This will allow you to start entering details of your first author by clicking on the green text area

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You will then see the following allowing you to complete the name of the author and upload the images for that author as required. *Don't worry about the order of either the authors or the images at this point. You will be able to change this later once all of your Bank of Images has been uploaded and your 1<sup>st</sup> Round Entries selected and confirmed.* 

Start by adding the first author name -

	Logout My account Club admin Competitions
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#### To add an image –

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#### 2 Click Browse.

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3 A new window will open allowing you to browse to the folder on your computer where the image you wish is stored. Click once to select your chosen image and then click 'open'.

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You will see that the location of the image file will appear alongside the upload button

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4 Click 'Upload' button - Your picture will begin to upload

(Note – It doesn't matter what the filename of the image you are uploading is as the website will correctly name it. It must however be an 8bit jpeg and no bigger than 1600x1200)

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A thumbnail image will appear when complete (*Please Note your image is not yet saved*)

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Remember also to tick if a nature image (Consult the SPF/FIAP Nature Definition of required)

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Carry on the same process as above for all of the images you wish to enter for this author by clicking 'Add Another Item' for each additional image

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Once you have added all of the entries for this author click the 'SAVE' button at the bottom (*Note – your entries will be lost if you leave the website before doing this*)

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If you require to 'edit' a title or name, or to add another image to an author's images you've already uploaded. You can do so by clicking on the 'edit' option for that author – See below example

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This will allow you to amend the entry or add another image to that author's entry

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Your Image Bank must be a minimum of 20 images; Maximum of 40 images. The website will keep a count for you

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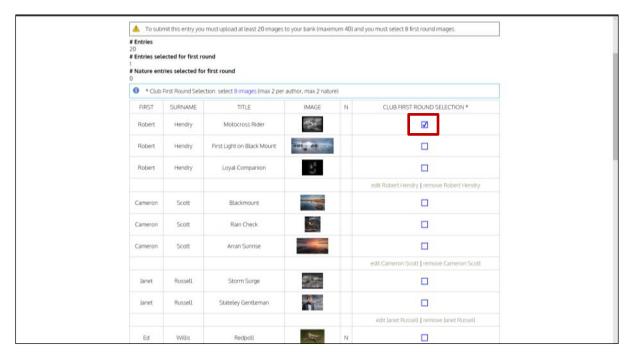
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Hunter	Kennedy	The Glider Boys			
	100000000		and the second se		remove Hunter Kennedy
Libby	Smith	The Millers Son	-22		
Libby	Smith	Gone			0
			1000		
Libby	Smith	Guardians	- Alton		remove Libby Smith
Aliszair	Cax	Hound Portrait	30		Terrove boby smon
		- 1 TATAT (\$1.0.1 (\$1.000)	UT1		remove Austair Cos
Jim 1	HIL	Waiting	- 3		
					remove (im Hill
D acid an	other action				

When you have saved the images for your last author, and completed your 'Image Bank' you are ready to 'select your first round images'.

To do this - Click on the blue boxes opposite the images you wish to select for Round 1 (8 Images require to be selected; Max 2 per author)

0 <b># Nature en</b> 0	ected for first ro tries selected fo		r author, max 2 nature)		
FIRST	SURNAME	TITLE	IMAGE	N	CLUB FIRST ROUND SELECTION *
Robert	Hendry	Motocross Rider	S.		
Robert	Hendry	First Light on Black Mount			

Once you've clicked on the blue box a tick will appear



The website again will keep count, including the number of nature images you have selected. See the full rules for more about the number per author, and number of nature images etc..

logout h	ily account	Club admin	Competitions				
Sugar	CC CC						e-flash
						y Clubs FIAP PAGB SP	
13	· NOIS		SPF	Events	Externa	Competitions Distinct	ions Galleries
BF Carlu	uke Cam	era Club					
A Procee	ed to step 2						
Click 'p round i	proceed to step images.	p 2' only when you	are sure you ha	ve uploaded all the	images yo	ou want to use in your bank and ha	we selected your first
# Entries			_				
3 I Nature ent		for first round					
				r author, max 2 nat			
FIRST	SURNAME	T	n.e	IMAGE	N	CLUB FIRST ROUND S	SELECTION *
Robert	Hendry	Motocri	oss Rider	est.			
Robert	Hendry	First Light or	Black Mount				
Robert	Hendry	Loyal Co	mpanion	10			
						edit Robert Hendry   remo	ve Robert Hendry
Janet	Russell	Storm	Surge			Ø	
Janet	Russell	Stateley (	Gentleman				
						edit Janet Russell.   remo	ve Janet Russell
Cameron	Scott	Blace	nount			Ø	
Cameron	Scott	Rain	Check				
Cameron	Scott	Arran	Sunrise	-			
						edit Cameron Scott   remo	ve Cameron Scott
Alistair	Cox	Hound	Portrait	Ħ		Ø	
						edit Alistair Cox   remo	ve Alistair Cox
Jim	HIL	Wa	iting	1			
						edit Jim Hill   remo	ve Jim Hill
add an	other author						
• Club	First Round Se	election: select 8 in	hages (max 2 pe	r author, max 2 nat	ure)		

Once you have selected all 8 images;

You will see the message at the top change to 'Proceed to Step 2' Click 'proceed to step 2' only when you are sure you have uploaded all the images you want to use in your bank and have selected your first round images. Note - You will not be able to change any of your images or your 1<sup>st</sup> round selection after this, so please double check everything is correct before proceeding

SPF       Events       External Competitions       Distinctions       Galleries         BF Carluke Camera Club         Image:       Proceed to step 2       Image:								
Proceed to step 2 Click 'proceed to step 2' only when you are sure you have uploaded all the images you want to use in your bank and have selected your first round images. # Entries selected for first round 8 # Nature entries selected for first round 1 1 * Club First Round Selection: select 8 images (max 2 per author, max 2 nature) FIRST SURNAME TITLE IMAGE N CLUB FIRST ROUND SELECTION *	036		S	PF Events	Externa	al Competitions	Distinctions	Galleries
Proceed to step 2 Click 'proceed to step 2' only when you are sure you have uploaded all the images you want to use in your bank and have selected your first round images. # Entries selected for first round 8 # Nature entries selected for first round 1 1 * Club First Round Selection: select 8 images (max 2 per author, max 2 nature) FIRST SURNAME TITLE IMAGE N CLUB FIRST ROUND SELECTION *	PE Carly	· Nor	Club					
Click 'proceed to step 2' only when you are sure you have uploaded all the images you want to use in your bank and have selected your first round images.      Entries 20     # Entries selected for first round 8     # Nature entries selected for first round 1      * Club First Round Selection: select 8 images (max 2 per author, max 2 nature)      FIRST SURNAME TITLE IMAGE N CLUB FIRST ROUND SELECTION *	BF Carto	Jke Camera						
Click 'proceed to step 2' only when you are sure you have uploaded all the images you want to use in your bank and have selected your first round images.      Entries 20     # Entries selected for first round 8     # Nature entries selected for first round 1      * Club First Round Selection: select 8 images (max 2 per author, max 2 nature)      FIRST SURNAME TITLE IMAGE N CLUB FIRST ROUND SELECTION *								
round images.  # Entries 20 # Entries selected for first round 8 # Nature entries selected for first round 1   * Club First Round Selection: select 8 images (max 2 per author, max 2 nature)  FIRST SURNAME TITLE IMAGE N CLUB FIRST ROUND SELECTION *	A Procee	ed to step 2						
# Entries 20 # Entries selected for first round 8 # Nature entries selected for first round 1   * Club First Round Selection: select 8 images (max 2 per author, max 2 nature)  FIRST SURNAME TITLE IMAGE N CLUB FIRST ROUND SELECTION *			only when you are sure you	u have uploaded al	l the images y	ou want to use in yo	ur bank and have sele	cted your first
20 # Entries selected for first round 8 # Nature entries selected for first round 1  * Club First Round Selection: select 8 images (max 2 per author, max 2 nature)  FIRST SURNAME TITLE IMAGE N CLUB FIRST ROUND SELECTION *	round							
# Entries selected for first round     # Nature entries selected for first round     *     * Club First Round Selection: select 8 images (max 2 per author, max 2 nature)      FIRST SURNAME TITLE IMAGE N CLUB FIRST ROUND SELECTION *		intrages.						
8 # Nature entries selected for first round 1  * Club First Round Selection: select 8 images (max 2 per author, max 2 nature)  FIRST SURNAME TITLE IMAGE N CLUB FIRST ROUND SELECTION *	# Entries	indges.						
# Nature entries selected for first round         1         Image: The select of the select in the se	# Entries 20							
FIRST         SURNAME         TITLE         IMAGE         N         CLUB FIRST ROUND SELECTION *	# Entries 20 # Entries sel		und					
FIRST         SURNAME         TITLE         IMAGE         N         CLUB FIRST ROUND SELECTION *	# Entries 20 # Entries sel	lected for first rou						
FIRST         SURNAME         TITLE         IMAGE         N         CLUB FIRST ROUND SELECTION *	# Entries 20 # Entries sel	lected for first rou						
	# Entries 20 # Entries sel 8 # Nature ent	ected for first rou	first round	2 per author may '	2 nature)			
Robert Hendry Motocross Rider 🐼	# Entries 20 # Entries sel 8 # Nature ent	ected for first rou	first round	2 per author, max a	2 nature)			]
Robert Hendry Motocross Rider	# Entries 20 # Entries selu 8 # Nature ent 1 • Club	lected for first rou tries selected for First Round Select	first round			CLUB F	RST ROUND SELECTI	ON *
	# Entries 20 # Entries selu 8 # Nature ent 1 • Club	lected for first rou tries selected for First Round Select	first round			CLUB F	RST ROUND SELECTI	ON *
	# Entries 20 # Entries sel 8 # Nature ent 1 ① * Club FIRST	Lected for first root tries selected for First Round Select SURNAME	first round tion: select 8 images (max. TITLE			CLUB F		ON *

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You will receive the following warning - Click 'Proceed to Step 2' when you are happy, or 'Cancel' to check or re-edit your entry.



You are now ready to put your Bank of Images into your desired order – You require to do this before you 'submit' your entry as this cannot be changed after it has been submitted, either by you or by the event organisers!! So don't press the 'submit' button at this stage

<ol> <li>Click</li> </ol>	k 'submit entry' only when you are sure you are happy wit	h the order of your image bank a	nd you have clicked	i save (at bottom).
Order y	our club's bank of images			
1 Click	k on the crosshair to drag and drop the rows below to cha	ange the order of the image bank	then click Save.	
				Show row weigh
ORDER	TITLE	FIRST NAME	SURNAME	ROUND 1 SELECTION
÷ 1	BF - Motocross Rider	Robert	Hendry	Yes
÷ 2	BF - First Light on Black Mount	Robert	Hendry	No
÷ 3	BF - Loyal Companion	Robert	Hendry	No
+ 4	BF - Blackmount	Cameron	Scott	Yes
+ 5	BF - Rain Check	Cameron	Scott	Yes

To re order your Bank of Images to the order you wish

Left mouse clicking and dragging up or down on the little move symbol to the left hand side of each image number, dragging them in to the order you wish.

You will note that the image numbers do not change at this point.

*Please Note – There is now no facility to order Round 1 separately, so this will also become the order of your Round 1 images* 

1		-				
0	Click 's	submit entry' only when you are sure you a	re happy with the order o	f your image bank a	nd you have clicked	save (at bottom).
Ord	der you	r club's bank of images				
0	Click o	n the crosshair to drag and drop the rows l	below to change the orde	er of the image bank	, then click Save.	
						Show row weight
▲	* Chan	ges made in this table will not be saved ur	til the form is submitted.			
0	RDER	TITLE		FIRST NAME	SURNAME	ROUND 1 SELECTION
++	1	BF - Motocross Rider	-	Robert	Hendry	Yes
*‡*	7*	BF - Storm Surge		Janet	Russell	Yes
*‡*	4*	BF - Blackmount		Cameron	Scott	Yes
***	9*	BF - Redpoll	- Martin	Ed	Willis	Yes
*	5*	BF - Rain Check		Cameron	Scott	Yes
+	10 *	BF - Wedding Night	5 - 4	Gavin	Forrest	Yes
÷ŀ	2	BF - First Light on Black Mount		Robert	Hendry	No
+	3	BF - Loyal Companion	5.6	Robert	Hendry	No

For this new order to be retained by the website, you require to click 'Save order of bank of images' at the bottom of the page. *Again do not click 'submit' until you have checked the order after you have 'saved' it* 

÷	14	BF - alone	and the second sec	Chris	Bonnington	No
4	15	BF - The Glider Boys	In	Hunter	Kennedy	No
÷	16	BF - The Millers Son	- 24	Libby	Smith	No
4	17	BF - Gone	×**	Libby	Smith	No
÷	18	BF - Guardians	din.	Libby	Smith	No
÷	19	BF - Hound Portrait	F	Alistair	Cox	Yes
÷	20	BF - Waiting		Jim	Hill	No
Save o		nk of images		100	Filt	NO

After saving you will see that the numbers have now corrected themselves to the new order.

۸	Submit e	entry				
0	Click 'su	bmit entry' only when you are sure you are I	happy with the orde	r of your image bank ar	nd you have clicked	save (at bottom).
Ord	ler your	club's bank of images				
0	Click on	the crosshair to drag and drop the rows bel	ow to change the o	der of the image bank,	then click Save.	
						Show row weight
0	RDER	TITLE		FIRST NAME	SURNAME	ROUND 1 SELECTION
÷	1	BF - Motocross Rider	W.	Robert	Hendry	Yes
4	2	BF - Storm Surge		Janet	Russell	Yes
4	3	BF - Blackmount		Cameron	Scott	Yes
÷	4	BF - Redpoll	m	Ed	Willis	Yes
÷	5	BF - Rain Check	No.	Cameron	Scott	Yes
+	6	BF - Wedding Night	45	Gavin	Forrest	Yes

Once you are happy with the order, you are ready to continue to 'Submit' your entry – *Remember* you must have clicked 'Save order of bank of images' first to retain your image order.

Once you have pressed the 'Submit' button you will not be able to make any further changes to your entry. If you spot anything after this, please contact Libby on <u>libby.neilsmith@btinternet.com</u>

Logisul My account Club admini Competitions	
Heres News Dary Clubs DAP PAGE SPECierco	
SPF Events External Competitions Distinctions	Galleries
BF Carluke Camera Club	
Weights saved successfully.	
A Solomit entry	
Club: Submit entry     Club, submit entry     only when you are sure you are happy with the order of your image bank and you have dicked save (at both	m)
Order your club's bank of images	
Click on the crosshair to drag and drop the rows below to change the order of the image bank, then click Save.	
	Drow row weights
ORDER TITLE REST NAME SURNAME ROUND I	SELECTION
* 1 BF-Motocrost Rider Robert Hendry Y	es
+ Z BF-SzormSurge Janet Russell. 5	es
* 1 BF-Blacmount Cameron Scott V	es
+ 4 BF-Reapol. Ed Willis Y	es
* 5 BF-Rain Oteck Comeron Scott	es
* 6 BF - Wedding Night Davin Porrect S	et
* 7 BF-I Love Noty MAxy Clibson 1	es
	io :
* 9 BF - Stateley Gentleman Ianet Plutsell	10
* 10 BF - The Millers Son Libby Smith	io in the second se

You will then be given the option to 'Cancel' the submit option, or asked to confirm by clicking 'Submit this Entry' if it is correct – *Please double check all of the details are correct* 

		Home News Diary	Clubs FIAP	PAGB SPF Executive Contact
	SP SP	F Events External	Competitions	Distinctions Galleries
3941 .	6 <sup>9</sup> /			
Are you su	re you want to submit thi	is entry? You will no	ot be able to	amend it further.
ORDER	TITLE	AUTHOR	NATURE	ROUND 1 SELECTION
BF_1	Motocross Rider	Robert Hendry		Yes
BF_2	Storm Surge	Janet Russell		Yes
BF_3	Blacmount	Cameron Scott		Yes
BF_4	Redpoll	Ed Willis	N	Yes
BF_5	Rain Check	Cameron Scott		Yes
BF_6	Wedding Night	Gavin Forrest		Yes
BF_7	I Love Nicky	MAry Gibson		Yes
BF_8	The Glider Boys	Hunter Kennedy		No
BF_9	Stateley Gentleman	Janet Russell		No
BF_10	The Millers Son	Libby Smith		No
8F_11	alone	Chris Bonnington		No
BF_12	Waiting	Jim Hill.		No
BF_13	First Light on Black Mount	Robert Hendry		No
8F_14	Lady of the River	Gavin Forrest		No
BF_15	Hound Portrait	Alistair Cox		Yes
BF_16	Loyal Companion	Robert Hendry		No
BF_17	Gone	Libby Smith		No
BF_18	Anticipation	MAry Gibson		No
8F_19	Arran Sunrise	Cameron Scott		No
BF_20	Guardians	Libby Smith		No

Once you clicked the 'submit this entry' you will now see yourself back at the below screen. This time you will see a Print option and the message –

After you have submitted your entry to the SPF Digital Championship, you will see a print button here. Please enclose a copy of your Entry Form with your Entry Fee of £20 (Cheques made payable to 'SPF') and send to Libby Smith, 34 Braemar Crescent, Carluke ML8 4BH to arrive by ....

If you notice any errors please let Libby Smith know as soon as possible. If you email her before she processes the entry, she can correct them for you.

SHOTOGRAD							e-flash
		s	Hom PF Ever		Diary Clubs FIAP P cernal Competitions	AGB SPF Exec. Distinctions	tive Contac Galleries
Competitions - cl	ub admin						
	TITLE				OPEN?	CLOS	ED?
	SPF Digital Cha	mpionship			Yes	No	
	SPF Annual P	ortfolios			Yes	Ye	5
	SPF Print Char	npionship			Yes	Ye	5
SPF Digital Champion	ship Entry						
TITLE	# ENTRIES	# RDI E	NTRIES SELEC	TED #	NATURE RDI ENTRIES SELEI	TED PRINT	SUBMITTED
BF Carluke Camera Club	20		8		31	print	Yes
Form with your Entry F	ee of £20 (Cheq please let Libby	ues made pa	iyable to SPF) t	to Libby Smith	iee a print button here. Pleas n, 34 Braemar Crescent, Carlu email her before she process	ke ML8 4BH to arri	ve by 11th Nov.
Avera a	# ENTRIES	# MONO	# COLOUR	# DIGITAL	CLUB ENTRY SELECTION	SUBMITTED	RESULTS
TITLE					COMPANY OF THE OFFICE OF THE		

Click on the 'Print' text, this will bring up the following – Notice this gives you both the order of your Bank of Images and lists your  $1^{st}$  Round Images as well in the order they will be projected.

BF Ca	arluke Cam	era Clu	b		
Bank	of images				
Order	-	,	uthor	,	Nature
	Motocross Rider		Robert Hendry		
	Storm Surge		Janet Russell		
	Blackmount		Cameron Scott		
	Redpoll		Ed Willis	N	Y
	Rain Check		Carneron Scott		Yes
	Wedding Night		Gavin Forrest		Yes
	I Love Nicky		Mary Gibson		Yes
	The Glider Boys		Hunter Kennedy		No
	Stateley Gentlerr		Janet Russell		No
	The Millers Son		libby Smith		No
BF_11			Chris Bonningtor	n	No
BF_12			ām Hill		No
	First Light on Bla				No
	Lady of the River		Gavin Forrest		No
	Hound Portrait		Aistair Cox		Yes
	Loyal Companior		Robert Hendry		No
BF_17	Gone		libby Smith		No
BF_18	Anticipation		Mary Gibson		No
BF_19	Arran Sunrise	(	Carneron Scott		No
BF_20	Guardians		libby Smith		No
Roun	d 1 images				
Order		Author	Nature		
	Motocross Rider	Robert He	ndry		
BF_2	Storm Surge	Janet Rus	sell		
BF_3	Blackmount	Cameron	Scott		
BF_4	Redpoll	Ed Willis	N		
BF_5	Rain Check	Cameron	Scott		
BF_6	Wedding Night	Gavin For	rest		
00.7		Mary Gibs			

Right mouse click anywhere on the screen showing the above to get the 'printer' options to come up

Bank	of images			
Order	Title	Author	Nature	Round 1 Selection
BF_1	Motocross Rider	Robert Hendry		Yes
BF_2	Storm Surge	Janet Russell		Yes
BF_3	Blackmount	Cameron Scott		Yes
BF_4	Redpoll	Ed Willis	N	Yes
BF_5	Rain Check	Cameron Scott		Yes
BF_6	Wedding Night	Gavin Forrest		Yes
BF_7	Love Nicky	Mary Gibson		Yes
BF_8	The Glider Boys	Hunter Kennedy		No
BF_9	Stateley Gentleman	Janet Russell		No
BF_10	The Millers Son	Libby Smith		No
BF_11	alone	Chris Bonnington		No
BF_12	Waiting	Jim Hill		No
BF_13	First Light on Black Mount	Robert Hendry		No
BF_14	Lady of the River	Gavin Forrest		No
BF_15	Hound Portrait	Alista Cox		Yes
BF_16	Loyal Companion	Robe II Select al		No
BF_17	Gone	Libby St. Print		No
BF_18	Anticipation	Mary Bi Read alo		No
BF_19	Arran Sunrise	Camero		No
BF_20	Guardians	Libby St. View sor	urce	No
Rour	nd 1 images	Inspect	element	
Order	Title Author	Nature		
BF_1	Motocross Rider Robert H			
BF_2	Storm Surge Janet Ru	1550		

Or go to the tools option in your browser and choose the 'Print' option

	anluka Comerc Cl	u la		
Bru	arluke Camera Cl	ub		
Bank	of images			
	-	Author	Nature	Round 1 Selection
	Motocross Rider	Robert Hendry		Yes
BF_2	Storm Surge	Janet Russell		Yes
BF_3	Blackmount	Cameron Scott		Yes
BF_4	Redpoll	Ed Willis	N	Yes
BF_5	Rain Check	Cameron Scott		Yes
BF_6	Wedding Night	Gavin Forrest		Yes
BF_7	I Love Nicky	Mary Gibson		Yes
BF_8	The Glider Boys	Hunter Kennedy		No
	Stateley Gentleman	Janet Russell		No
BF_10	The Millers Son	Libby Smith		No
BF_11	alone	Chris Bonningto	n	No
BF_12	Waiting	Jim Hill		No
BF_13	First Light on Black Mount	Robert Hendry		No

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Your Printing menu will come up. Select the number of copies you require and print on A4 paper please.

